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62-6321/1

28 AUG 1962

25X1

MEMORANDUM FOR: Lyman B. Kirkpatrick

SUBJECT : First-class Air Travel

Kirk:

Agency policy, as expressed in  is to encourage but not require economy rather than first-class travel. This follows the policy of the rest of the Federal government as expressed in paragraph 3.6.c. of the Standardized Government Travel Regulations.

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You may recall that our policy was discussed at the Deputies' Meeting on 6 December 1961. (I remember this very well because it was the morning that Mrs. McCone died.) At that time I was directed to continue to encourage rather than require economy travel.

As long as the traveler has the option, I believe that we have to expect people to choose the best available accommodations. I think there is quite a lot we could do if the Director wants to move in the direction of economy travel, and I will be glad to develop some proposals if you will give me a little policy guidance with which to get started.

25X1

L. K. White

Attachment:

Memo dtd 22 Aug to A-D/Pers fr C/CPB,  
subj: "Travel by Agency Personnel" w/ref

(EXCERPT 1)  
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<b>Remarks:</b>  Is it possible to break down the attached figures by jet and non-jet? The boss is quite concerned that there is so much first class travel, and feels that travel by jet is sufficiently comfortable so that it would make little difference. He notes that the President of Boeing and all Boeing officials travel by economy. Please let me know whether these figures can be broken down, and why so many people travel first class.  3-4: Per our telcon. <span style="border: 1px solid black; padding: 2px;">L. B. K.</span>			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
L. B. Kirkpatrick, Executive Director			10 Aug 62
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Remarks:			
<p>Our basic memorandum of 8 August on the types of travel accommodations used by Agency personnel is attached for reference. The memorandum from Chief, Central Processing Branch dated 22 August was prepared in response to the request for a break down of jet and non-jet accommodations.</p>			
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Acting Director of Personnel [Redacted]			AUG 1962
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